

GUIDELINES FOR USAGE OF THE LEON COUNTY TRAINING AND COMMUNITY CENTER

The Leon County Training and Community Center is located in the original Tallahassee Train Station built circa 1858. The station (with its c.1880 addition) is on the National Register of Historic Places. In July, 2000 a portion of the building was converted to the Leon County Training and Community Center and is available for use by Leon County employees and community-based organizations as a meeting area and/or professional space. To protect the historic fabric of this Tallahassee landmark, each user agrees to the following guidelines:

A. RECORD OF RESERVED EVENTS

The Leon County Department of Housing (HS) is responsible for maintaining record of all reservations for usage of the Center.

B. DESCRIPTION OF THE SPACE AND AMENITIES

The Center, located at 918 Railroad Avenue includes the following:

- Holds 65 persons theater style (maximum occupancy)
- 16 rectangular tables available (seat 64 persons classroom style)
- Water fountains and bathrooms
- White boards and markers
- Coffee machine available (users must provide coffee supplies)
- Equipment available for checkout (TV/VCR, Podium with Microphone and Overhead Projector for PowerPoint Presentations)
- Adjoining kitchen, with full-size refrigerator and microwave (Utensils and kitchenware are not provided)
- Building Ramp Access

C. RESERVATIONS

1. The Center is available on a first-come, first-serve basis. Therefore, all persons and organizations wishing to use the Center must reserve the date and time via the Department of Housing Services website at www.leoncountyfl.gov. Confirmation via email will be received within two (2) days of the reservation. Confirmation will not be given until payment is received if the reservation requires security.

Persons not having access to a computer may reserve the Center via **telephone (850) 606-1900, fax (850) 606-1901** or in person at the Office of the Department of Housing Services, located at 918 Railroad Avenue.

2. Reservations may not be made earlier than 12 months prior to an event.
3. The Center is available for use **8:00AM until 11:00PM**, Monday through Friday and

8:00AM until 12:00AM on Saturdays and Sundays.

4. No charge will be assessed for use of the Center between the hours of 8:00AM until 5:00PM, Monday through Friday. Leon County Board of County Commissioners' employees may use the Center free of charge for Official County Business Only.
5. The Center must be vacated no later than 11:00PM, Monday through Friday and 12:00AM, Saturday and Sunday.
6. All persons who reserve the Center for 5:00PM, Monday through Friday and 8:00AM until 12:00PM, Saturday and Sunday will be charged \$12.33 per hour for a security guard, to ensure the safety of all persons utilizing the facility. Reservations should be made at least 14 working days prior to the event. Payment must be submitted to the Office of the Department of Housing Services seven (7) days prior to the event.
7. Personal checks or money orders should be made payable to: ***Barkley Security*** and noted for Building Security.
8. The reservation must be used by the person or group for which the reservation is made. No transfers allowed. The person reserving the Center must be at least 21 years of age.
9. The user agrees to abide by all pertinent local, state and federal laws and ordinances.
10. The user must notify the security guard or the Department of Housing Services staff during regular business of any problems.

D. CANCELLATION OF RESERVATION

1. Cancellations for use of the Center must be made no later than 72 hours or three (3) days prior to the event. Failure to observe this guideline will cancel future use of the Center.
2. Refund of payment for building security will be provided only for cancellations are made at least seven (7) days prior to the event.
3. The Department of Housing Services reserves the right to cancel a reservation.

E. RESTRICTIONS

1. Alcoholic beverages and other intoxicants are not permitted on the premises.
2. Loud music and/or disc jockeys will not be permitted.
3. No smoking is permitted inside the Center.
4. There is no access to a telephone inside the Center, however cellular phones are permitted.
5. ALL trash and other refuse from events must be placed in plastic bags, and placed in the

receptacles. Plastic bags are not provided.

6. ALL materials brought into the Center must be removed immediately following the event.
7. The Center must be left clean furniture restored to its original configurations.
8. If the kitchen is used, all surfaces and the sink in the kitchen **must** be thoroughly cleaned.
9. Nothing is to be stapled, taped or attached to any structure, plantings, walls, windows, doors, in, around and adjacent to the Amtrak building and parking areas.
10. No animals of any kind are permitted inside the Center, except for those trained to assist disabled persons.
11. Adult supervision is required of minors at all times during events.
12. Furniture and/or equipment must not be removed from the Center and restored to its original configuration.
13. Grilling, barbecuing or eating food is not permitted on the outside of the building and/or parking areas.

F. DENIAL OF USE

Failure to strictly adhere to all or any part of the Community Center Guidelines will be denied future use.

G. PERSONAL PROPERTY/INJURIES

Leon County Board of County Commissioners is not responsible, legally, financially or otherwise, for any personal property brought into the Center, or for any injuries to the person(s) who has reserved the Center, their guests or agents hired by the user. The Entity for whom the Center is reserved will be responsible for any damages sustained to the Center.

H. SECURITY GUARD RESPONSIBILITIES

1. The security guard is required when the Center is used after 5:00 p.m. on weekdays and on any time on weekends by persons other than Leon County Board of County Commissioners Employees.
2. The security guard is required to be on the premises no later than fifteen minutes prior to the beginning of the event.
3. The security guard is required to activate and de-activate the alarm system.
4. At the end of the event, the security guard will ensure that all persons vacate the Center,

lock all doors and turn off all lights.

5. Patrol the perimeter of the Center and parking lot to ensure the event commences with no problems or interruptions.
6. Have the authority to immediately terminate the event if any of the guidelines are not adhered to or the event extends beyond the time reserved.

I, _____, of _____, of full age, for and in consideration of the privilege and benefits to be derived from use of the Leon County Training and Community Use Center do hereby release and forever discharge, absolve, and hold free from all harm, liability, or damage to me or my property and agree not to sue Leon County, Florida, or the Board of County Commissioners of Leon County, their agents, officers, departments, and employees, jointly and/or severally, from any and all suits, actions or invasion of all or any of my rights, or which I or my successors, heirs, assigns, administrators, or executors have now or may ever have resulting directly or indirectly or remotely from my presence at or use of the Leon County Training and Community Use Center. I further agree to indemnify and hold harmless Leon County, Florida, or the Board of County Commissioners of Leon County, their agents, officers, departments, and employees, from all claims, liabilities, damages, or suits of any nature whatsoever arising out of, because of, or due to my presence at or use of the Leon County Training and Community Use Center, or due to any act or occurrence of omission or commission of myself, including but not limited to costs and a reasonable attorney's fee. In suits against Leon County, Florida, or the Board of County Commissioners of Leon County, Leon County may, at its sole option, defend itself or allow another to provide the defense.

With my signature below, I state that I have read, and fully understand and agree to be bound by the Leon County Training and Community Center Use Guidelines.

User Name _____ User Signature _____
(Please print)

Telephone # (if different from Contact Person) _____ Date Signed _____